

## Frequently Asked Questions 2023 – Course Registration via PORTA

**1) Where can I find the presentations on how to search/register for courses on PORTA?**

You can find the presentations on the International Office's FAQ-page: <https://www.uni-trier.de/international/wege-nach-trier/austauschstudierende-neu/nach-der-bewerbung>

**2) How can I change my password?**

The university's IT-Service (ZIMK) offers a service to change the current password: <https://www.uni-trier.de/universitaet/wichtige-anlaufstellen/zimk/gemeinsame-seiteninhalte/passwortaenderung>

**3) I do not know which courses to search for – whom do I contact?**

Your departmental coordinators: <https://ects.uni-trier.de>

**4) I know which courses to search for, but I cannot find them in PORTA – what do I do?**

Try to change the parameters of your search – title, number, language of instruction, subject, instructor

**5) I cannot find the button to register/apply for a course – what do I do?**

If the registration button for a course is missing, then either no registration period has been entered for the course or the registration period has not yet started or has already expired. It should also be noted that not all registration deadlines automatically apply to all courses. The registration deadline is determined by the subject for each individual course. Which deadline(s) apply to a course is indicated on the detailed view. You can access the detailed view by clicking on the course title.

**6) Two or more of the courses overlap – what should I do?**

Make sure if for any of the courses parallelgroups are offered. If so, you might be able to participate in a different parallelgroup. Some courses might offer participation without being there all the time (asynchronous attendance). Sometimes overlapping cannot be avoided. In this case it might be necessary that you choose just one course. In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course.

**7) Can I choose courses from all departments?**

Generally, yes! However, several courses will have specific conditions for participation, such as language level, number of students and so on. In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course.

**8) Can I de-register from courses?**

Yes, you can! But please note that there are either open registration and de-registration periods for each individual course or temporary limited windows in which registration and de-registration is possible.

**9) What if a course/courses are too hard/difficult/boring/did not turn out to be like I expected it/them to be?**

- You can de-register from courses later, as well! You are also able to amend your Learning Agreement, if applicable till LATEST 5 weeks after the beginning of the lecture period.

**10) PORTA tells me that my course has been booked to the „Globale Überlaufkonto“ (Global Overflow Account) – what does it mean and what should I do?**

This is a purely technical process. The booked event is documented and remains. If you are asked during course registration whether this course should be booked to the Global Overflow Account, you can calmly say yes. You will not suffer any disadvantages as a result, either in terms of space allocation or other processes.

**11) I want to participate in German courses during the semester, but I do not know which ones are right for me – what do I do?**

In case of questions: Zita van Wylick –ECTS coordinator for German language courses - [vanwylick@uni-trier.de](mailto:vanwylick@uni-trier.de)

**12) I was unable to register for some courses/ My coursework/ My points changed, what do I do?**

- In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course. You can amend your Learning Agreement until 5 weeks after the start of the lecture period.

**13) Can I „overbook“ courses?**

Generally, yes! Please try to be as precise as possible, but it is generally possible to drop out of courses later during de-registration periods (either open or temporarily limited).

**14) Who decides which course might not be eligible for me?**

First and foremost, it is important to clarify with your home university which courses and how many points you need. There are restrictions regarding number of participants, language level etc. at Trier Uni. However, you can generally choose courses from all subjects.

**15) I am unsure about ECTS-points / requirements for a specific course – what do I do?**

In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course.

**16) Where can I find information on the exam(s) (modalities)?**

In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course. You can also check the information for each course in PORTA.

**17) What are the requirements to pass a course?**

In case you are unsure, contact the **departmental coordinators** and/or the **lecturers** for the course.

**18) I am completely lost!**

**Contact Mr. Proost**

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